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 ***Accelerating Malawi’s Economic Growth***

**Government of the Republic of Malawi**

### **Roads Authority (Malawi)**

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**REQUEST FOR EXPRESSION OF INTEREST**

**(INDIVIDUAL CONSULTANTS SELECTION)**

**(Appointment Type: Local Hire)**

COUNTRY: **MALAWI**

NAME OF PROJECT: **RESILIENT AND STRATEGIC TRANSPORT OPERATIONAL ENHANCE PROJECT– RESTORE**

PROJECT ID:                         **P500625**

ASSIGNMENT TITLE: **ASSISTANT PROCUREMENT SPECIALIST**

REFERENCE NUMBER:      **MW-RA-APS-CS-INDV**

DATE OF ISSUE: **14th MARCH 2024**

1. **Background**

The Government of Malawi (GoM) through the Ministry of Finance (MoF) has applied for financing toward the cost of the Resilient and Strategic Transport Operational Enhance Project (RESTORE). The Roads Authority (RA) as the implementation agency intends to apply part of the proceeds of this financing to eligible payments under the contract for hiring Assistant Procurement Specialist.

The RA invites applications from suitably qualified and interested candidates to fill the position of Assistant Procurement Specialist, recruited as individual consultant following World Bank Procurement Regulations dated September 2023.

**Position Title :** Assistant Procurement Specialist (1 Position)

**Time Commitment :** 100%

**Accountable :** Project Procurement Specialist

**Duration of Assignment :** 5 years

1. **The Objectives of the Assignment**

The overall objective of the assignment is to assist managing the procurement activities under the project in adherence with the World Bank’s Procurement Regulations for IPF Borrowers dated September 2023.

**3. Duties and Responsibilities**

The Assistant Procurement Specialist will be responsible for carrying out project procurement activities, record keeping and documentation in line with the World Bank procurement procedures and guidelines including the planning and implementation and supervision of all procurement operations under the project.

Specifically, the Assistant Procurement Specialist will perform the following duties:

1. Assist to coordinate the preparation and updating of Project’s Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times until completion of each procurement activity in consultation with all technical teams;
2. Assist to ensure that the World Bank Procurement Tracking System for monitoring of the Project procurement activities (STEP) is updated and used in real time;
3. Assist to timely procure goods, non-consulting services and works through preparation of all procurement documentation including Bidding Documents, Request for Quotations, Request for Bids, Procurement Notices, Bid Opening and Evaluation sessions and preparation of Bid Evaluation Reports;
4. Use the World Bank’s Standard Procurement Regulations prepare project’s customized Bidding and Proposal Documents (RFB/RFP) for Goods and Works and Request for Proposals (RFP) for Consulting Assignments. This should include standardized Forms to be used for Open and Limited market approached and for the Request for Quotations;
5. Assist to coordinate and ensure timely responses to clarifications sought by bidders or shortlisted consultants as may be required;
6. Assist to provide secretarial services to shortlisting, technical/financial evaluation and during contract negotiation meetings;
7. Assist to coordinate responses to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with appropriate guidelines;
8. Assist to prepare the General Procurement Notices (GPN), and Specific Procurement Notices (SPN), and Solicitations of Expression of Interests (SEOI), when required;
9. Assist to prepare evaluation reports, contracts, award notices and other procurement and contractual documents as required;
10. Assist to establish and maintain procedures for the receiving, inspecting, testing and acceptance of goods;
11. Assist to ensure compliance with procurement methods and prior review thresholds applicable to the Project;
12. Assist to ensure all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement; the World Bank Procurement Guidelines; and Government of Malawi Public Procurement and Disposal of Assets Act 2017, where applicable;
13. Assist to make timely payments to suppliers, contractors and consultants and also ensuring their contractual obligations such as payment guarantees, Insurance premiums and performance Bonds;
14. Assist to establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files;
15. Assist with the maintenance and updating of procurement databases and contract register with complete “paper trail” of the procurement process;
16. Assist to establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
17. Assist to prepare Procurement Post Review registers, attending Procurement Post Review meetings and prepare response to comments on issues raised;
18. Assist to undertake procurement processes using Request for Quotation procedures and any other procurement methods as assigned from time to time;
19. Assist to prepare Quarterly procurement progress reports; and
20. Carry out any other relevant periodic duties that may be assigned by the Procurement Specialist from time to time.
21. **Performance Criteria**

The following performance criteria will be used to assess the performance of the Assistant Procurement Specialist annually and based upon these assessments the contract with the Project may be continued or terminated:

1. Quality and timeliness of procurement plans
2. Quality of documentation submitted for prior review
3. Quality of procurement filing
4. Quality of documentation submitted during post reviews
5. Quality and timeliness of required reports
6. Quality and timeliness of STEP uploads
7. **Reporting Requirements**

The Assistant Procurement Specialist will be directly reporting to the Procurement Specialist. The following are some of the required reports the Assistant Procurement Specialist will be expected to be preparing:

1. Project annual Procurement Plan and periodic updates of the same.
2. Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties.
3. Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc.)
4. Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports (within 2 weeks from the end of the review period) and, in addition, will prepare procurement reports during support missions.
5. Monthly timesheets to identify time spent.
6. **Qualification and experience**

The candidate should meet the following minimum qualifications:

1. Bachelor of Science in Procurement or any other relevant discipline (e.g. Business Administration, Law, Project Management, and Engineering);
2. A professional qualification in procurement from recognized institutions (such as the Chartered Institute of Purchasing and Supply (CIPS)
3. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
4. Highly motivated with excellent planning, analytical, communications and interpersonal skills; and
5. Upholding of anticorruption and anti-bribery ethics
6. **Duration of the assignment**

The assignment is for an initial period of one year in the Project Preparatory Activities and will thereafter be extended for the entire period of project implementation of 5 years. The contract will be renewable annually subject to satisfactory performance, need and availability of funding.

1. **Facilities to be provided by the Client**

The Client will provide office space, furniture, office equipment, communication, and internet facilities. For all field related assignments, the Project shall provide transport and costs and other expenses (per Diems etc.) related to the fieldwork.

1. **Location of Employment**

The Assistant Procurement Specialist will be based at the PIU Office in Lilongwe but would be required to travel regularly to other relevant field offices where the Project is implementing its activities.

**10. Mode of Application**

Interested Individuals meeting the stated requirements should submit their Expressions of interest including updated detailed curriculum vitae (CVs) and copies of professional certificates must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Thursday, 29th March, 2024 on or before 10:00 hours, local time.**

The Project Coordinator,

Resilient and Strategic Transport Operational Enhance Project

Roads Authority

Functional Buildings

Private Bag B346

Lilongwe 3

Malawi.

(Attention: The Procurement Manager)

Email: ipc@ra.org.mw